

SAMPLE FORM O

**MOTION TO AUGMENT RECORD ON APPEAL
(DOCUMENTS REQUESTED)**

MOTION TO AUGMENT RECORD ON APPEAL (DOCUMENTS REQUESTED) - INSTRUCTIONS

After the record on appeal is filed, you might discover there is something missing from the record that you think the court should consider when deciding your case. If you do not have copies of the documents you want to include, you may make a Motion to Augment Record on Appeal (Documents Requested). The motion with points and authorities and your declaration ([Sample Forms L & M](#), adapted to fit your specific request) is filed in the Court of Appeal. You must file an original plus three copies. You must serve your motion on the Superior Court, all counsel and all self-represented parties, and you must file a proof of service. ([Sample Form C.](#)) The motion, memorandum, declaration, and proof of service may be stapled together in one document, with the caption page of the motion in front. If the court grants your motion, the Superior Court clerk will give you an estimate of how much it will cost to copy the documents you list to be included in the record. If you do not pay it, you will be placed in default.

Filling out the Motion to Augment Record on Appeal (Documents Requested):

- (1) Your name.
- (2) Your mailing address.
- (3) Your city, state and zip code.
- (4) Your telephone number where you can be reached during the day.
- (5) The plaintiff's name as it appears on your Superior Court caption.
- (6) Whether plaintiff is "appellant" or "respondent".
- (7) The defendant's name as it appears on your Superior Court caption.
- (8) Whether defendant is "appellant" or "respondent".
- (9) The Court of Appeal case number which begins with "D0".
- (10) The Superior Court number from your Superior Court case.
- (11) Your name.

(12) List the documents you are requesting, for example:

1. Order dated August 20, 2004.
2. Declaration of John Doe dated August 30, 2004.

(13) State why you are requesting the item(s) be added. For example, forgot to include it in Notice Designating Record, etc.

(14) Today's date.

(15) Month and year.

(16) Your signature.

(17) Type or legibly print your name.

File: Original plus 3 copies of:

Motion to Augment ([Sample Form N, O, or P](#))
Memorandum of Points and
Authorities ([Sample Form L](#))
Declaration ([Sample Form M](#))
Proof of Service ([Sample Form C](#))

Provide an extra copy to be file-stamped
for your file.

Serve: Superior Court
All counsel
All self-represented parties

(1)
(2)
(3)
(4)

Self-represented

COURT OF APPEAL, FOURTH APPELLATE DISTRICT
DIVISION ONE
STATE OF CALIFORNIA

(5) _____,

Plaintiff and (6) _____,

v.

(7) _____,

Defendant and (8) _____.

D(9) _____.

(Superior Court No. (10) _____)

MOTION TO AUGMENT RECORD ON
APPEAL (DOCUMENTS REQUESTED)

Pursuant to Rule 12(a) of the California Rules of Court, I, (11) _____,
request augmentation of the record on appeal to include documents in this case that were not
included in the Clerk's Transcript. Those documents are:

(12) _____

The reason I am requesting the items(s) is:

(13) _____

I declare under penalty of perjury that the foregoing is true and correct.

Executed at San Diego, California this (14) _____ day of (15) _____.

(16) _____

Signature

(17) _____

Type or Print Name